

BURMAN UNIVERSITY  
**JOB DESCRIPTION**

<b>JOB TITLE</b>	Senior Development Officer
<b>DEPARTMENT</b>	Advancement
<b>CATEGORY</b>	<input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Salary
<b>CLASSIFICATION</b>	Leadership 111
<b>REPORTS TO</b>	President
<b>LAST REVISED DATE</b>	September 7, 2022

**POSITION SUMMARY**

In collaboration with the University Administration, prepare and spearhead strategic development plans and tasks necessary to reach Burman University's operational and capital fundraising goals. To lead philanthropic initiatives to build a sustainable development program with integration from key university staff, that includes major gifts, events, and foundational and corporate opportunities.

**ESSENTIAL JOB FUNCTIONS**

- Initiate and implement a comprehensive, strategic fundraising program with goals and objectives to grow and diversify the donor base and increase individual (alumni, community major gifts) and institutional (including corporate and foundation) support.
- Foster a culture of philanthropy university-wide: execute fundraising strategies, plans, events, and activities to meet and exceed fundraising goals in a cost-effective and time-efficient manner.
- Develop strong relationships with leadership, staff and key volunteers involved in fundraising efforts. Advise and guide to strengthen and leverage the university's fundraising and solicitation efforts.
- Actively represent Burman University in the community and identify opportunities for networking to attract top businesses and community leaders as supporters.
- Work with the President to develop annual operational and capital fundraising goals and benchmarks. Track and provide regular reports on progress toward those goals.
- Establish and cultivate relationships to secure funds through various development channels.
- Coordinate and execute fundraising events: (Chapter Meetings, Appreciation Events and Camp Meetings, for example); develop a calendar of events consistent with annual fundraising goals and strategic plans. Events such as these would require providing verbal and/or visual presentations for engagement with donors/alumni. These events would also require travel.
- Work with university leadership and staff to establish and maintain a grant proposal process for foundations and charitable organizations to secure financial development goals.
- Maintain accurate and up-to-date data on current and prospective Burman University donors.
- Develop and execute development, and communication strategies to promote the school to prospective donors.
- Strategize with the University Administration for the planning and implementation of an endowment growth plan and planned/deferred giving strategies.
- Work with university leadership to support organizational integration including cross-department projects, events and activities.
- Provide a strategic Development plan to Cabinet. This annual plan will include how to meet with, engage, solicit, and personally thank, major gift donors. The annual plan will also identify the actual individuals earmarked for a visit in the coming year.
- Provide KPI (Key Performance Indexes) to measure success. (Identified by success in accomplishing tasks and success in funds raised)

- Generate strong written communication including meeting briefs, proposals, presentations and other collateral materials for donors and prospects.
- Produce gift agreements and acknowledgements, ensuring prompt and personalized thank you messages and letters, as appropriate.
- Have a working knowledge of the donor/constituent database for the purposes of inquiries.
- Develop a regular program of stewarding the donors on a consistent basis.
- Duties and responsibilities that do not constitute a major change may be added, deleted, or modified at any time at the discretion of the supervisor, either orally or in writing.

#### **REQUIRED SKILLS**

- Superior verbal and written communication skills
- Able to work well under pressure
- Team-player
- Self-motivated
- Superior organization skills
- Knowledge of fiscal management and responsibility
- Superior leadership skills to manage a small, dynamic team of volunteers and/or support staff (i.e. student workers) and the ability to motivate others.
- High level of integrity, confidentiality, and accountability.
- Experience in planning, executing and managing events.

#### **PERSONAL**

- Personable, energetic, self-motivated, flexible and adaptable; able to multi-task and work independently with internal and external contacts
- Confidential, professional, responsible team player with an attitude of service and the ability to work well with others
- Requires a valid driver's license and vehicle
- Willingness to work overtime as required
- Willingness to travel throughout Canada and other countries for alumni cultivation and fundraising purposes
- Understanding of and passion for the university's mission, vision and values
- Committed to creating a loving, supportive, and equitable community of learning
- Committed Seventh-day Adventist and supporter of Adventist education
- Manual dexterity required to use desktop/laptop computer and peripherals

#### **EDUCATION**

- Bachelor's degree in Business or related field preferred.

#### **EXPERIENCE**

- Five years' related experience in Development/Fundraising/Advancement in a university setting preferred.
- Knowledge directly related to the duties and responsibilities specified.
- Demonstrated successful track record with cultivating gifts and fundraising campaigns.
- Excellent oral and written skills including ease with public speaking/presentations.

- Database software management skills preferred.
- Knowledge of Microsoft Office programs (Word, PowerPoint, Excel, Access)
- Strong Internet research skills

#### **COMPLEXITY**

- Work requires the development of solutions to problems where established practices or procedures may be inadequate for determining decisions or procedures related to several activities. Work requires a coordinated effort with other individual, groups and departments in the University: all of which require professionalism, good organizational and communication skills.
- Work requires independent decision-making on a regular basis.

#### **CONTACTS**

- Work requires contacts with donors, alumni, constituents, groups, departments and/or students of the University regarding relationship building, communications, event planning and fundraising which require tact and good judgement.
- Ability to deal with people in an inspiring manner.

#### **INITIATIVE**

- Work requires creativity and independent action in the performance of projects and events.

#### **RISK**

- Improper performance or errors in judgment may result in operational delays, substantial unnecessary expenditures, or may affect fundraising successes. This includes inadequate planning and incorrect provisions of, or use of, information.
- Errors in judgment may cause adverse donor, alumni, student or public relations.
- Risks may include disclosing highly confidential information such as donor and alumni information.

#### **SUPERVISION OF PEOPLE**

- Supervision of up to 2 or 3 casual labour assistants as well as an undetermined number of volunteers.

#### **PHYSICAL EFFORT**

- Requires the ability to include standing, sitting, typing, bending and lifting.
- Requires the manual dexterity and ability to lift and move items weighing 23 kgs. (i.e. tables, chairs, food, water, boxes, displays etc.)

#### **WORK ENVIRONMENT**

- Standard University office environment and work situation, with flexibility to work at other venues for events that will include travel.

#### **HOURS OF WORK**

- 38 hours per week. Modification to work schedule may be required based on the needs of the university and the position.